Early
Childhood
Education &
Assistance
Program

Washington State Department of Early Learning

Contractor Instructions for
ECEAP Prescreen & Application
Revised February 2015

1. DEL posts sample forms for managing enrollment.
   - Go to www.del.wa.gov/eceap. Click on "ECEAP forms and documents" on the right side of the screen, then scroll to the Enrollment section.
   - These forms collect the data needed to enter children into ELMS.

2. The forms are optional and you may customize them to better meet your needs.
   - Add your contact information in the yellow-highlighted areas of the sample forms.
   - Add questions or otherwise customize to meet your needs.

3. The forms include:
   - Parent Consent to Transfer ELMS Records
   - Federal poverty level chart
   - Child Prescreen – English & Spanish
   - Child Application – English & Spanish
   - Combined ECEAP Prescreen & Verifications – English & Spanish
   - Over-Income Limits
   - Priority Point Chart
   - Verification Worksheet (sample)

4. You may use the Prescreen and Application in two steps, or may use the combined version.
   - Some ECEAP contractors prescreen all interested families, then complete the application and eligibility verification process for the highest priority children.
   - Some contractors do the entire eligibility process at once.
   - For all children, you must complete both the Prescreen and Application sections of ELMS, though you may do both sections at once.
   - In ELMS, almost all information in the Prescreen may be changed in the Application, in case the family situation has changed since the prescreening occurred.

5. You can use these forms yourself when talking to the parent by phone, email or in-person.
   OR
   You can mail forms for parents to fill out.
   - If you mail the forms, be sure to enter your own contact information in the yellow-highlighted areas. If you mail the Application after you've received the Prescreen, we suggest entering the child name and parent name at the top first.